

Montana Department of Public Health and Human Services	Policy
	MT CACFP 1996-7 Rev 3
	Section: All Institutions
Child and Adult Care Food Program	Subject: Menus
	Effective Date: 05/17/2011

MENUS

Menus provide the description of foods to be served for meals and snacks.

Posting of Menus

1. All child care facilities (including day care homes) must post their menus.
2. The menus must be posted in a location visible to persons entering the child care facility.
3. The posted menus must contain the month, day and year they apply to.
 - In child care center facilities, the posted menus must state the foods served during the current week and the next week ahead.
 - In day care home facilities, the posted menus must state the foods served during the current week.
4. Menus must be accurate, in agreement with the meals/snacks served, and posted for all meals that are served or otherwise made available by the child care facility that occur on-site and off-site such as at a park.

Menu Components

5. Menus must contain foods which meet the meal requirements in 7 CFR Part 226, the requirements of the USDA Food and Nutrition Service for the CACFP, the Administrative Rules of Montana, and the policies of the State agency administering the CACFP.

Menu Substitutions

6. All food substitutions for the meal must be recorded in writing on, or affixed to, the posted menu before the meal service begins.

Menu Additions

7. Non-creditable food added to the menu or the meal which the State agency determines has changed the CACFP meal pattern will make the meal non-reimbursable.

Menu-Related Documents

8. For infants, refer to the Infants policy, MT CACFP 2001-5 Rev 3.
9. For participants with special dietary needs, refer to the Food Allergies and Intolerance policy, MT CACFP 2002-4 Rev 2.

Menu Records

10. Menu records are required for all scheduled meals for all business days at the child care facility, whether the facility is claiming the meal or not.
11. Menu records must be maintained and available for three (3) federal fiscal years plus the current federal fiscal year.
 - Child care center menu records must be maintained on-site at the center location during the current month. If the center belongs to an institution with more than one center, then the center must forward a copy of their menu records for the current month within 10 days after the end of the month to the overseeing institution.
 - Day care home menu records must be maintained on-site at the day care home for the current plus the previous fiscal year and be available to the CACFP upon request. Menu records for the second and third previous fiscal years of a day care home may be stored off site and must be available to the CACFP within 48 hours following the date requested.

Menu Evaluation

12. Sponsoring organizations of day care homes must conduct a menu evaluation of each participating day care home at least once annually. The evaluation must assess at least one calendar month of meals served within the past six months. The evaluation must contain the following elements, but not limited to:
 - a. CACFP required meal components were met.
 - b. Creditable foods were used to meet meal components.
 - c. Infant Feeding Schedules, if applicable.
 - d. Special Dietary Statements, if applicable.
 - e. Provider's plans for menu development, for example, goals or objectives to be completed by a future date.
 - f. The name of the sponsoring organization, name of the provider the menus belong to, date-range of the menus being evaluated, name and signature and job title or professional credential of the person who performed the menu evaluation, and date the menu evaluation was completed.
- Unclaimed meals and snacks shall follow the same requirements as listed above.

[Reference: 7 CFR Part 226; ARM 37.75.301]